



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Program Manager II, Outdoor Education #6149
STEM
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 9

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a teaching or education related work background. Possess a valid first aid and CPR Certification. Experience with student-activity and curriculum development.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching Credential. Possess a valid California Administrative Services Credential and/or Master's Degree in an educational or related field. Bilingual in English/Spanish. Two years of experience in outdoor education or a related field. Administrative, supervisory, or management experience. Naturalist experience or other outdoor education experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to make decisions and solve problems effectively and efficiently. Ability to lead adults and students in engaging, hands-on environmental and agricultural field experiences. Ability to be flexible and receptive to change. Possess a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and coordinate, outdoor education programs designed for students in grades K-12. Aptitude to speak and make presentations before large groups of people. Ability to provide instruction, leadership and guidance to participating teachers and students.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under direction of the Coordinator IV for Outdoor Education, the Director of STEM Programs and the Assistant Superintendent of Educational Services, conducts on-site education programs for students and environmental education, professional development for teachers at outdoor education.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing.

6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed for program.
11. Assume responsibility for planning, implementing, and evaluating outdoor education curriculum for assigned site(s).
12. Provide professional growth in-services for volunteers.
13. Promote high staff morale by attending to human relations' issues.
14. Procure, develop, and maintain materials, equipment, records, and supplies.
15. Develop and implement procedures for the health, safety, discipline, and conduct of pupils.
16. Provide interpretation of the outdoor education program to visitors.
17. Provide leadership in emergency situations.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

1/4/2018 final sc